

## MEMORANDUM of INSTRUCTION

SUBJECT: 2017 FIRES CONFERENCE “Virtual” Attendance Procedures (3-4 May 2017)

1. Purpose. To outline effective operating procedures for the 2017 Fires Conference “virtual” attendees enabling maximum participation and user satisfaction using Defense Collaboration Services (DCS), 2-4 May 2017 at Fort Sill, Oklahoma.
2. All seminar virtual attendees must adhere to the procedures outlined in this memorandum to facilitate the effective collaborative transfer of information presented in both unclassified and classified mediums for the duration of the Fires Conference. Times listed are US Central Standard Time (CDT).
3. FIRES CONFERENCE DCS Operating Procedures:
  - a. Users click on the appropriate room link below (**CAC Login Required, Must Use Your Email Certificate**). **“GUEST” logins WILL NOT be accepted by the Room Administrator.**
  - b. Microphone functions inside the DCS room will be disabled by the room administrator. All user interfaces will be limited to the chat function. Chat comments **MUST** be limited to questions regarding conference subject material or to report technical difficulty. The sheer number of virtual attendees will not allow for personal chat between users while monitoring the conference presentations.
  - c. Questions are **Welcomed and Encouraged** during scheduled conference topics of discussion. Queries through the chat function must include the user’s NAME, RANK, UNIT, LOCATION and email address to ensure effective answers are provided.
4. **Fires Center of Excellence (FCoE), Level Conference DCS Brief Schedule (3-4 May 2017).**

**Be sure to check the conference website for the most up to date start times and information**  
**<http://sill-www.army.mil/fires-conference/>**

(3 May) (0900-1730) FCoE level briefings & panels. NIPR DCS URL:  
**<https://conference.apps.mil/webconf/FiresConference2017>**

(3 May) (1000-1115) & (1600-1730) Sergeants Major Panel level panels. NIPR DCS URL:  
**<https://conference.apps.mil/webconf/firesconference2017csmbreakout>**

(4 May) (0900-1200) Fires Conference 2017 **FA CMDT Breakout**. NIPR DCS URL:  
**<https://conference.apps.mil/webconf/FiresConferenceFACMDTBreakoutRoom>**

(4 May) (0900-1200) Fires Conference 2017 **ADA CMDT Breakout**. NIPR DCS URL:  
**<https://conference.apps.mil/webconf/FiresConferenceADACMDTBreakoutRM>**

Simply click on the link, and logon using your **CAC and Your Email Certificate**.

5. POCs for this memorandum are Mr. Jerry Wolfe (**[jerry.l.wolfe4.civ@us.army.mil](mailto:jerry.l.wolfe4.civ@us.army.mil)**), 580-442-8353 or Mr. Ruel Waldrep (**[ruel.l.waldrep.ctr@mail.mil](mailto:ruel.l.waldrep.ctr@mail.mil)**), at 580-442-2874.

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